



# OSCEOLA COUNTY School District

## JOB DESCRIPTION

### Administrative

**Position Title:** Assistant Superintendent for Student Services

**Position Level:**

Administrative Salary Scale/  
12 months (Senior Management  
Class)

**FLSA Status:**

Exempt  
 Non-Exempt

**Reports to:** Chief of Staff, Human  
Resources and Student Services

### GENERAL DESCRIPTION

- Serve as the Superintendent's cabinet member directly responsible for Student Services, including support for students with and without disabilities in the areas of coordinated community services; attendance; health services; student records, policies, and procedures; drop-out prevention; student discipline; student assignment to Alternative Learning Centers; and mental health services; and for the School District's Athletics Department, programs, and services.
- Advise School District Leadership related to Student Services responsibilities, keeping the Superintendent informed concerning the direction and scope of the School District's Student Services program.
- Lead and coordinate activities related to Student Services by supporting interdepartmental communication and collaborative action steps for increased academic achievement for all students.

### KEY RESPONSIBILITIES

- Provide leadership for a collaborative team to ensure that Student Services initiatives are student-focused, results oriented, and aligned with the School District's mission beliefs, and strategic goals.
- Serve as a team member of the Superintendent's senior staff and participate in School District-wide planning, development, and evaluation to support school improvement initiatives and processes and align the use of financial and human resources to the School District's goals and priorities.
- Serve as Superintendent's designee in expulsion hearings.
- Lead the annual update, training, and implementation of the School District Code of Student Conduct and policies related to attendance.
- Lead and collaborate with Professional Learning on the dissemination of information regarding the training of school-based administrators related to Student Services.
- Build partnerships among principals, parents, businesses, and other community stakeholders in the educational process, and establish relationships with community leadership and stakeholders to build support for the School District's programs and services for students.
- Maintain positive public relations with parents, businesses, and community groups to provide information and receive feedback, and represent schools at School District-level functions as needed.
- Represent the Superintendent as needed to clearly articulate system priorities, policies, and interests for the School District's programs and services for students with various stakeholder groups.
- Work with school, departments, governmental and social agencies in the solutions of Student Services challenges and serve on Children's Cabinet.
- Lead, coordinate, and monitor countywide Student Services programs; attendance services, including Home Education services; School District health services; and drop out prevention programs.
- Provide oversight to coordinate community services with Student Services within the School District.

Coordinate, receive, tabulate, analyze, and disseminate data from state data surveys (formally Fall Student Survey).
Coordinate all Student Services reporting requirements required by state and federal law.
Facilitate student discipline training, program identification, implementation, and data analysis for local and state required reporting.
Provide the consultation and advice to schools in relevant Student Services education procedures, rules, regulations, laws, and related decisions.
Visit schools on a regular basis and provide feedback to school-based leaders in all aspects of Student Services.
Assist in interpreting Student Services programs, policies, and practices of the School District to staff, students, and community.
Assist school principals in student placement decisions.
Work with School Board Counsel and legal staff on related matters as appropriate.
Supervise, coordinate, and evaluate the Alternative Learning Centers (ALC) programs and “earned return” program for ALC assigned students and expelled students.
Direct implementation of special programs and services related to state and federal projects and other external agencies as may be required.
Coordinate with Assistant Superintendents of Curriculum and Instruction and the Department of Safety, Security, and Emergency Management on school support plans and after hours notification plans.
Oversee the School District’s Athletics Department, programs, and services.
Manifest a professional code of ethics and values.
Make all decisions and perform all tasks in compliance with state and federal laws and School Board Rules and in accordance with the School District’s strategic plan, vision, and mission.
Direct, oversee and evaluate department staff in terms of their performance responsibilities and productivity in achieving the School District’s goals.
Participate in School District planning, development, and evaluation.
Provide outstanding customer service and use positive interpersonal communications skills.
Plan and direct a system of feedback and assessment of School District-level programs to determine their responsiveness to the learning communities’ needs.
Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing SDOC in a positive light.
Keep the Superintendent, Deputy Superintendent, and School District Leadership informed about critical issues and incidents about which they should be informed.
Follow the School District’s policies and procedures as related to all Human Resources guidelines, executive limitations, the School District’s instructional initiatives, and the School District’s charter guidelines.
Follow the School District’s policies and procedures as related to fixed assets.
Develop leadership in subordinates.
Model the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
Responsible for keeping up to date on current technology being used by SDOC. With the support of the School District, attends training to ensure skill level in various technologies is at the level required to perform in current position.
Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.

Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.

Perform other duties and responsibilities assigned by the supervisor.

## CLASS SPECIFICATION

**Position Title:** Assistant Superintendent for Student Services

<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Master’s Degree from an accredited educational institution. Certification in Education Leadership, Administration and Supervision, Administration, Guidance, Social Work or Psychology by the state of Florida. Exceptional Student Education certification preferred.
<i>Work Experience:</i>	Minimum of three (3) years successful teaching experience. Five (5) years of administration experience in public education. Minimum of at least five (5) years successful teaching and/or administrative experience in Exceptional Student Education, Student Services programs, or related field preferred.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of the School District and affects specific operations beyond the scope of the School District of Osceola County.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with School District-wide policies. Decisions may have long-term impact on the School District.
<i>Communications:</i>	Requires developing and maintaining ongoing internal and external relationships involving formal negotiations. This calls for a well-developed sense of timing, strategy and may involve detailed explanation and interpretation of policies, rules and regulations. Requires the handling of extremely delicate/sensitive relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, an entire facility/school with full responsibility for effective operation and results.
<i>Planning:</i>	Three Years or More: Formal plans that are strategic in nature, and have future impact beyond three years.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District. All required qualification licensure must remain current. <b>Must have a valid Florida Driver’s License.</b>
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

**CLASS SPECIFICATION**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the School District's approved compensation plan. Length of the work year and hours of employment shall be established by the School District. Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

**HISTORY OF BOARD APPROVAL AND REVISIONS**

**Board Approved: 04.23.24**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.